

United States Department of Agriculture
Research, Education, and Economics**REQUEST AND A VOUCHER FOR ADVANCE IN PAY
(Non-Foreign Assignment)**

Employee Name: _____

Social Security Number: _____

Title: _____

Pay Plan, Series, and Grade: _____

Duty Location: _____

Accounting Classification: _____

INITIAL

_____ I understand that the \$ _____ I will receive as an advance in pay will be recovered by REE, U.S. Department of Agriculture through biweekly deductions from my salary, which will begin on pay period _____.

_____ I understand that in accordance with the order of precedence for payroll deductions prescribed by the General Accounting Office, an advance of pay is considered to be an indebtedness due the United States Government, and deductions therefore precede other voluntary deductions.

_____ I understand that repayment of \$ _____ which has been advanced to me will be deducted over a period of _____ pay periods (not to exceed 14), at the rate of \$ _____ per pay period.

_____ I also understand that I may repay all or part of the balance of the advance in pay not yet repaid at any time before the money is due.

_____ I understand that if I transfer to another Federal agency or if my employment with REE, U.S. Department of Agriculture is terminated for any reason, the amount of the advance pay not yet repaid is recoverable as a debt due the U.S. Government and will be recovered by salary offset under Subpart K of 5 CFR Part 550 and/or by such other method as provided by law.

Signature of Employee_____
Date_____
Signature of Approving Official_____
Date

NOTE: Falsification of an item in an expense account works a forfeiture claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287, 1.d. 1001).

PRIVACY ACT STATEMENT

The solicitation of this information is authorized under 5 U.S.C. 5504. The solicitation of your Social Security Number is authorized by Executive Order 9397, dated November 22, 1943. This information will be used to verify eligibility for advance of pay. After granting advance of pay, forms subject to fiscal audit by parent agency and the General Accounting Office. Disclosure of the requested information is voluntary; however, failure to provide the information required may result in delay or suspension of your advance of funds request.